

Special Programs

Special Employment

**High School
Education Cooperative
Program (HS CO-OP)**

PURPOSE:

- .01 This program operates under the supervision of Los Alamos National Laboratory and participating schools. The High School Education Cooperative Program (HS CO-OP) provides qualified high school seniors the opportunity to broaden their work knowledge by participating in cooperative, part-time Laboratory employment and on-the-job training during the school year. The program also provides an opportunity for the Laboratory to develop and train students for future employment and to establish good community relations.

**LENGTH OF
PARTICIPATION:**

- .02 Students participate for 1 academic year (senior year in high school) only. The type of appointment is part-time, limited-term for 1 year.

Appointees

- .03 Students receive paid work experience in a professional environment and gain a realization of the need to take additional or specialized training. The HS CO-OP creates a dependable work force with good work habits.

ELIGIBILITY:

- .04 Applicants must be 16 years old and seniors in an accredited high school to be eligible to participate. These students must be able to work at least 20 hours a week (30 hours maximum) during the school year. Students may work up to 40 hours a week during semester break.

**Employees Under the
Age of 18**

- .05 Responsible line managers shall ensure that individuals under the age of 18 are not assigned to hazardous activities or work areas as specified in federal or state laws or regulations regarding minors. For a complete listing of prohibited or limited activities or for assistance with hazard

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analysis contact the HSR Division Office.
See [AM 102](#), *Employment Policies*.

- RECRUITMENT:** .06 The Science and Technology Base, Education Program Office (STB-EPO) administers this program. Representatives from STB-EPO visit participating schools during the spring of each year and make presentations to interested students. At that time, applications for the program are left with the high school representatives for distribution. Applications are not available at the Laboratory and can only be obtained from the school representatives.
- NOTIFICATION** .07 STB-EPO sends a memorandum to all Laboratory divisions notifying them of the program and listing the job categories available through HS CO-OP. The divisions respond with job descriptions and proposed number of positions available. Interested divisions can contact STB-EPO for more specific information.
- APPLICATION SELECTION:** .08 Designated high school representatives screen students for aptitudes and interests, grade point averages, and number of credits toward graduation and forward the applications of eligible students to STB-EPO. STB-EPO forwards the applications to HR staffing group (HR-S) for input to the Resumex system and review by hiring officials.
- APPLICATION REQUIREMENTS:** .09 The following documents must be submitted by all applicants for the HS CO-OP:
- A completed Laboratory Employment Application form;
 - A Supplemental Information Sheet;
 - A competitive statement of interest (approximately 300 words);
 - A copy of the applicant's birth certificate;
 - Two letters of reference, at least 1 from a teacher or school counselor; and
 - A current high school transcript.

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SELECTION PROCEDURES:

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| HR-S | .10 | Interview and selection procedures for HS CO-OP positions differ from those for regular employment. Arrangements are made through the sponsoring division organization and the assigned Employment Representative in HR-S. |
| Sponsoring Organization | .11 | <p>Candidates are selected by the sponsoring organization. When the sponsoring organization chooses an applicant, the sponsoring Division Office must submit a Personnel Action form (PA) to the designated Employment Representative in HR-S. Several items on the PA are to be noted as follows:</p> <p style="padding-left: 40px;">The Cost Code on the PA is XX66,</p> <p style="padding-left: 40px;">The Job Code on the PA form is 48052,</p> <p>The Remarks section should show, “<u>(the student’s name)</u> is being offered an appointment in the HS CO-OP and is assigned to <u>(group)</u>. Clearance is not required.”</p> |
| APPOINTMENT STATUS: | .12 | Participants are in part-time, limited-term appointments for 1 year but are terminated at the end of the academic year (no later than May 31) unless they apply and are selected for the Undergraduate Student Program (UGS). Each appointment begins September 1. |
| STB RESPONSIBILITIES: | .13 | STB coordinates and provides programmatic oversight of this program. |
| HR-S RESPONSIBILITIES: | .14 | HR-S arranges for review of applications and interviews, and facilitates the job offer. |
| SPONSORING ORGANIZATION: | .15 | Sponsoring organizations that select a student must provide a work plan to the HS CO-OP coordinator in HR-S. |

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Funding	.16	The sponsoring organizations are responsible for funding HS CO-OP appointments.
Performance Appraisals	.17	Throughout the academic year, supervisors assist in appraising the student's progress to ensure satisfactory job performance. The HS CO-OP student receives a performance appraisal signed by the Group Leader at the end of the appointment.
TRAINING:	.18	Students receive orientation in Laboratory security and organizational structure. They also go through an office procedures training session. Supervisors guide students in their job training plans and ensure that health and safety provisions are strictly observed.
SALARY:	.19	Participants are paid the established rate for the HS CO-OP. Contact HR-S for detailed information.
BENEFITS:	.20	HS CO-OP participants do not accrue leave and are not eligible for benefits programs but are paid for holidays that fall within their appointment period.
END OF APPOINTMENT:	.21	During the month of April, HR-S sends PAs to the participating organizations for termination of students in the HS CO-OP. Performance Appraisal forms are also sent at this time. See .17 .
FUTURE EMPLOYMENT:	.22	HS CO-OP students are eligible to apply for UGS positions on completion of their high school requirements. See AM 1104 , <i>Undergraduate Student Program</i> , for UGS eligibility requirements.